

Tuesday, November 4 is Election Day, and IU encourages employees to exercise their right to vote.

The polls in each precinct open at 6 a.m. and close at 6 p.m. on Election Day. If your work schedule prevents you from voting either before or after work, you may be allowed up to two hours with pay to vote. This time off does not have to be made up or charged to your accrued time off. Record as regular hours on the timesheet and add a note indicating how much time was used to vote.

For example if your work schedule is 8:00 a.m. to 5:00 p.m., you have two hours to vote in the morning between 6:00 and 8:00 a.m. You would not be eligible to receive any time off with pay to vote. A work schedule of 7:30 a.m. to 4:30 p.m. allows 1.5 hours to vote either before or after work. An employee with this work schedule may be allowed a half hour of time off with pay to vote, if needed.

To confirm if you are registered to vote or to find your polling place, go to:

<http://www.indianavoters.com/PublicSite/PublicHome.aspx>